

**CHILD PLACEMENT REVIEW BOARD
EXECUTIVE COMMITTEE MEETING
OPEN SESSION MINUTES
JULY 15, 2016
SMYRNA STATE SERVICE CENTER
9:30 A.M-12:30 P.M**

Members Present: Neal Tash, Judy Mellen, Bonnie Maull, Barbara Blair, Bob Hamilton, Joe Dell'Olio, Cheryl Mitchell, Alexis Bryan-Dorsey

Members Absent: Mike Norton, Cindy Montejo

Chair of Meeting: Neal Tash

Staff Present: Kecia Blackson, Sarah Bowers, Lisa Cookson, Amy Wilburn

Deputy Attorney General Present: Valerie Farnan

*****CLOSED SESSION BEGAN AT 9:32 A.M*****

I. PETITION CASES

*Discussions regarding petition cases are confidential and not open to the public.
Separate meeting minutes were prepared for the closed session.*

*****BEGIN OPEN SESSION AT 10:38 A.M*****

II. APPROVAL OF MINUTES FROM JUNE 17, 2016

The minutes from the June 17, 2016 meeting were reviewed and there were three changes. The first change is to p. 2, Section B., "Data Update". The 7th bullet point goes after the 8th bullet point (reverse order of 7th and 8th bullet points). The second change is to p. 3, Section C. "CPRB Legislation Committee Update". The entire section will be revised to read the following:

C. CPRB Legislation Committee Update: o Joe Dell'Olio reported that he and Barbara Blair attended the Senate session the day our bill was introduced and passed. It has since passed the House unanimously, but hit an unexpected snag on the way to the Governor. This has been addressed and the bill is expected to be signed soon. o Barbara Blair reviewed the bills we have supported via electronic meetings: SB 247 (sex trafficking), HB 310 (concurrent jurisdiction for kids aging out with mental health or behavioral issues), HB 382 (legal representation), and SB 198 (expungement easing). It was also decided to support HB 417 (child abuse charge increased to a felony) and HB 405 (civil citations). The final change is to Section G. "Strategic Plan". Alexis Bryan-Dorsey requested a change in wording to the first bullet point, to replace "friend" with "colleague". A motion was made to approve the minutes. The motion was approved unanimously.

III. OLD BUSINESS

ACTION ITEMS:

- NEAL TASH PROPOSED CHANGING SLIGHTLY THE ORDER OF THE EXECUTIVE COMMITTEE MEETING TO ACCOMMODATE THE DEPUTY ATTORNEY GENERAL, WHO OFTEN HAS TO LEAVE EARLY TO APPEAR IN COURT. THEREFORE, THE MEETING WILL BEGIN WITH THE CLOSED SESSION, FOLLOWED BY THE OPEN SESSION. A MOTION WAS MADE TO APPROVE THE CHANGE IN ORDER OF MEETING. THE MOTION WAS APPROVED UNANIMOUSLY.
- AMY WILBURN WILL SEND AN E/MAIL TO ALL PANEL MEMBERS AND CPRB STAFF TO REMIND THEM THEY CAN CONTINUE A REVIEW TO THE FOLLOWING MONTH IF THEY FEEL THEY DO NOT HAVE SUFFICIENT INFORMATION FROM DFS IN ORDER TO MAKE AN APPROPRIATE RECOMMENDATION.

A. FINANCIAL REPORT

- Kecia Blackson provided hand-outs to the Committee of a Budget Spending Plan and a Daily Validity Report as of 7/13/16. Kecia noted money has been encumbered for various summer activities for DFS kids, such as the Twin Poets summer event.
- Kecia noted it is critical we address data management storage and retrieval issues, including allocating money for data management.
- Kecia proposed that one way to offset the increase in funds related to data management is to cut funding in other areas, such as computers, supplies and food. For instance, Kecia stated we should see a savings in the new Fiscal Year related to computers.
- Kecia reported monthly expenditures on food could be better allocated to other areas, such as Scholarship outreach efforts. Kecia also noted she has reached out to various organizations for charitable donations in hopes of reducing food costs. Neal Tash requested that Kecia pull back from soliciting donations. This prompted a discussion about the necessity of providing food to our panels.
- Cheryl Mitchell stated she felt providing food to panel members was an unnecessary expense and moved to eliminate it from our budget. Members of the Executive Committee agreed. The motion was approved unanimously.
- Bonnie Maull suggested an e/mail be sent out on behalf of Kecia and Neal Tash notifying all panel members and volunteers of the new policy. Neal stated the notification letter should be in his name.
- **Neal will send out a letter notifying all board members of the new policy related to food expenditures.**

B. DATA UPDATE

- Amy Wilburn reported she and Kecia Blackson will be meeting on Thursday, 7/21, with Tom Mraz, the Information Systems Project Lead, to review the flow chart Amy created.
- Amy reported she has reached out to Sam Gusakov, our Senior Applications Support Specialist contact, to pull data in preparation for the 7/29 annual report meeting. Amy said she is waiting to hear from Sam on whether or not data can be pulled in time for the 7/29 meeting. Amy thought mid-August was more doable to present data, but nevertheless she communicated the rush status to Sam.
- Amy reported data can be retrieved going back 5 years for all children who have entered care (not just children who have been reviewed).

C. CPRB LEGISLATION COMMITTEE UPDATE

- Barbara Blair reported SB241 was signed by Gov. Jack Markell on 7/19/16.
- Kecia Blackson reported she and Neal Tash met with Lydia Prigg, Director of Boards and Commissions, to discuss what processes should be implemented and recommended to the Governor for those volunteers that may have a criminal record and who have been serving on the board under the prior provisions. Kecia recommends following the protocol established by the Division of Family Services.

D. EXECUTIVE DIRECTOR UPDATE

- Kecia Blackson reported we received 53 applications for the Ivyane Davis Scholarship, and have awarded 52 applicants out of the 53.
- Kecia noted the Ivyane Davis fund has \$75,000 allocated for Fiscal Year 2016-2017.
- Kecia provided a brief summary of how the ETV distribution of funds for Independent Living providers works. The ETV funds have to be spent within two years. ETV funds cover direct costs (e.g., tuition, books, campus housing) as well as indirect costs (e.g., transportation, child-care, off-campus housing).
- Kecia emphasized the importance of ensuring each applicant has a complete, accurate financial worksheet so that we can accurately capture each applicant's financial need. Kecia added if we award more money to an applicant than he/she needs, the residual money goes back to the Independent Living provider to disburse as they see fit. Consequently, we are then unable to account for how the residual money is being spent.
- To avoid financial unaccountability, and to be fair and balanced among all of the applicants, the Scholarship Committee established a set of criteria to help determine award amounts (e.g., GPA, seniority, completion of application paperwork).
- Kecia stressed that in order for us to adequately perform a comprehensive analysis of each financial worksheet, conduct follow-up calls/e-mails, process applications and related paperwork, send out correspondence, coordinate outreach events and Scholarship workshops, it is critical we add at least a part-time position dedicated solely to managing the Ivyane Scholarship. The Scholarship committee is currently working on gathering documentation to present at a later date with the goal of creating such a position.
- Kecia reported we have hired an intern, Yusef Russell-Coley, who started work on July 12th. Yusef will be assisting Kecia with the development of the CPRB Newsletter, including interviewing an upcoming Ivyane Davis Scholar who will be graduating next year.
- Kecia reported CPRB will have a booth at the Youth Advisory Council on August 3rd. Yusef will also be assisting at this event.
- Neal Tash strongly suggested that Executive Committee members attend any upcoming functions related to the Ivyane Davis Scholarship program as a means to interact and engage with the scholars. The result is gratifying and by having one-on-one contact with the scholars it allows us to see firsthand the many positive outcomes the Ivyane Davis Scholarship has had on our youth.
- Kecia reported our Scholarship "Awards Ceremony" held in New Castle County on July 8 and Kent County on July 14 was a huge success. The award recipients were grateful to have a celebration in their honor, and the feedback was overwhelmingly positive from both the award recipients and the Independent Living providers. In particular, Kecia noted one of the

award scholars commented it would be nice to meet other scholars as a means of additional support and building friendships. As a result, the Scholarship Committee is working on a Winter Break social get-together for all the scholars; its purpose will be two-fold: to bring all the scholars together to socialize; and serve to remind them to get their fall grades to us, ask us any questions, as well as start the application process for the upcoming school year.

- Kecia reported on further outreach efforts, such as the Twin Poets upcoming summer event and CPRB's support for summer camp activities for DFS foster care children.

E. ANNUAL MEETING 2016/ANNUAL REPORT

- The Annual Meeting will take place on October 27, 2016 at Modern Maturity center.
- Kecia Blackson reported the Executive Committee rejected Judy Catterton's fee proposal. As a result, Kecia will be writing the Annual report with input from Neal Tash, Barbara Blair, Judy Mellen, Cheryl Mitchell, and Martha Brooks.

F. BOARD MEMBER STATUS

- Valerie Farnan reported she sent an e/mail to Teresa Jones of SBI, notifying her of the Statute, Title 31 Section 3804(d) of the *Delaware Code*, requiring state and federal background checks for applicants of the Child Placement Review Board. Valerie noted there has been no response from SBI, possibly due to the deputy who requests SBIs is on maternity leave.

G. STRATEGIC PLAN

- Sarah Bowers reported the 8/19/16 Strategic Plan meeting is to be held in Rm. 112 of the Tatnall Building in Dover. Directions were e-mailed to all CPRB staff and the Executive Committee.
- Kecia Blackson asked if the Executive Committee would be interested in obtaining technical assistance from the Administration of Children and Families department. Kecia explained this person would assist with refining our mission and provide guidance during specific issues free of cost. Cheryl Mitchell agreed this was a good idea that should be pursued.
- **Kecia will send a link to the Executive Committee of the Children's Bureau Administration for Children and Families (Feds) website.**
- Judy Mellen suggested we pursue technical assistance after our Strategic Plan meeting.
- A motion was made to approve obtaining technical assistance from the Administration of Children and Families post our 8/19 Strategic Plan meeting. The motion was approved unanimously.

H. SKYPE USAGE DURING REVIEWS

- Joe Dell'Olio will provide an update at August's Executive Committee meeting on Skype feasibility during CPRB reviews.

IV. COMMITTEES

- Joe Dell'Olio will provide an update of the Scholarship Foundation at the August Executive Committee meeting.

****THE MEETING CONCLUDED AT 1:50 P.M. ****

*THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE AT THE
TATNALL BUILDING, ROOM 112, DOVER, DE
ON AUGUST 19, 2016*

DRAFT